

Schedule 34-4

SECRETARY OF STATE ELECTIONS DIVISION

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

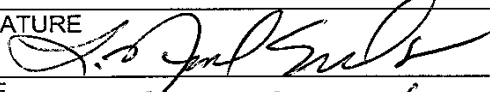
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

SCHEDULE
34-4
AGENCY, BOARD OR COMMISSION
SECRETARY OF STATE
DIVISION, BUREAU OR OTHER UNIT
ELECTIONS DIVISION
Supersedes 34 Edition of October 19, 1987

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE 	
TITLE <i>Dep Sec of State / Elections</i>	DATE <i>10/21/07</i>

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE <i>Andrea I. Faling</i>	DATE <i>11/1/04</i>
STATE ARCHIVIST	

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE 	DATE <i>11/2/04</i>
STATE RECORDS ADMINISTRATOR	

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 34-4 – SECRETARY OF STATE - ELECTIONS DIVISION

34-4 ELECTION RECORDS

34-4-1 ABSTRACTS AND RESULTS OF ELECTIONS

Official primary and general election returns received by the Board of Canvassers from county clerks and election commissioners. Secretary of State compiles information and forwards to State Legislature (speaker's copy of ABSTRACT) on Primary and General elections. Legislature then returns it to Secretary of State after review and certification (32-1036, R.R.S. 1943).

PAPER RECORD (SECRETARY OF STATE'S COPY): Transfer to the State Archives after the election to which they pertain; retain permanently.

SPEAKER OF THE LEGISLATURE'S COPY-PRIMARY AND GENERAL ELECTIONS: Dispose of after the Legislature's certification of election results. (OBSOLETE August 2002). Immediately dispose of obsolete records.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Retain permanently.

CD SECURITY COPY: Dispose of after 5 years.

CD WORK COPY: Dispose of after 5 years.

34-4-8 CANDIDATE FILINGS

Chronological record of filings of candidate nominations. Filings are broken down by office, then recorded by date of filing. Includes type of application (personal, petition, or write-in), name and address of candidate, political affiliation, office sought, date of filing of expense statement or proof of filing with Political Accountability and Disclosure Commission.

Transfer to the State Archives 4 years after the election to which they pertain; retain permanently.

34-4-4 NOMINATION AND PARTY FORMATION PETITIONS

Includes petitions for nomination of candidates for political office and petitions for formation of political parties.

2 RANDOM COUNTY SAMPLES: Transfer to the State Archives, excluding signatures, 4 years after the election to which they pertain; retain permanently.

ALL OTHERS: Dispose of 4 years after the election to which they pertain.

34-4-5 OFFICIAL INTERPRETATIONS, DECISIONS AND PRESS RELEASES

Secretary of State's responses to requests for official interpretations of election laws and procedures for official findings in contested or disputed elections regarding placement of an issue or a candidate on the ballot. Also includes official press releases.

Transfer to the State Archives after 4 years; retain permanently.

34-4-6 POLITICAL DISTRICT CERTIFICATIONS

Official certifications of the area of public power districts, technical community college districts and natural resource districts, reported to the Secretary of State by the districts. These certifications are compiled and printed in POLITICAL DISTRICT MAPS AND CERTIFICATIONS.

Transfer to the State Archives 4 years after the election to which they pertain; retain permanently.

34-4-7 PROOFS OF PUBLICATION

Proofs of publication of proposed constitutional amendments and initiative and referendum issues.

Dispose of 4 years after the election to which they pertain, after payment by Legislature, or after audit, whichever is latest.¹

34-4-9 SAMPLE BALLOTS

Sample ballots for each primary or general election.

Retain one complete file for each election permanently.

Dispose of limited distribution stock 8 years after the election to which it pertains.

34-4-10 STATE BOARD OF CANVASSERS REPORTS

CANVASSERS REPORTS are compiled from ABSTRACTS OF ELECTION as a computer report which is signed by the Canvassers Board. The information then is published in book form.

PAPER COPY: Scan to CD; retain permanently.

CD SECURITY COPY: Transfer to the State Records Center; dispose of after 10 years.

CD WORK COPY: Dispose of after 10 years.

PUBLISHED BOOK: See schedule #124 – PUBLICATION FILES.

34-4-3 INITIATIVE AND REFERENDUM RECORDS

34-4-3-1 CIRCULATORS' BONDS (OBSOLETE August 2002)

Dispose of 10 years after the election for which the petition was prepared.

34-4-3-2 FILE ON INITIATIVE, REFERENDUM AND CONSTITUTIONAL PROPOSALS VOTED UPON

Incorporate documents into HISTORICAL FILE, Records Retention Schedule Item #34-4-3-3.

34-4-3-3 HISTORICAL FILE

Typical petition file may include the following: Sample of petition; Sponsor, contributor and contribution reports; Listing of circulators; Administrative correspondence; Court and hearing filings, orders and transcripts; Certification of results; Secretary of State press releases and news clippings; Copy of Governor's post-election proclamation.

Retain permanently; OR, transfer to State Archives after 16 years; retain permanently.

34-4-3-4 INITIATIVE AND REFERENDUM PETITIONS

Initiative and referendum petitions and constitutional amendments. Cover sheet includes number of signatures required and number of signatures obtained.

APPROVED PETITION PROPOSALS:

2 RANDOM COUNTY SAMPLES: Transfer to the State Archives excluding signatures after 3 years; retain permanently.

ALL OTHER APPROVED PETITION PROPOSALS: Dispose of after 10 years.

DEFEATED OR UNQUALIFIED PROPOSALS: Dispose of after 10 years, subject to review by State Archivist before disposal.

ALL OTHERS: Dispose of after 3 years.

VERIFICATIONS OF SIGNATURES: Dispose of after 3 years.

34-4-2 MISCELLANEOUS RECORDS

May include the following:

- a. Calls to Convention.
- b. Constitutional issues.
- c. Elector Certifications: Secretary of State's certification of electors.
- d. Proclamations: Certifies results of votes on initiative, referendum and Constitutional issues.
- e. Vote of Electors.

Transfer to the State Archives after 10 years; retain permanently

NOTES

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet